

**APPLY IN PERSON:**

Employment Information Center (M-W-F ONLY)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A,  
San Diego, CA 92101

**INTERNET:** www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107

**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
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**#T2119 SENIOR POLICE RECORDS CLERK  
MONTHLY SALARY: \$3042 to \$3680**

**APPLICATION FILING PERIOD: FIRST DATE: November 4, 2005**

**LAST DATE: January 6, 2006**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Future application filing periods may be announced.

**NOTE:** Current vacancies require **ROTATING SHIFT WORK**, for which a **5% pay differential will be paid**. Shift positions work a **4/10 plan** (four days per week/ten hours per day), including weekends and holidays, and hours may vary. Shifts rotate every four to six months between day, evening and night shifts.

**REQUIREMENTS:** You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EXPERIENCE:** Three years of full-time clerical experience, which includes at least one year of lead/supervisory experience (see **NOTE #1** below).

**-AND-**

**TYPING SKILLS:** The ability to type at a minimum corrected speed of **30 words per minute** on a typewriter or computer keyboard. You must submit an **ORIGINAL** (NO photocopies) typing certificate issued under International Typing Contest Rules which specifies the net and gross speeds, total number of errors (which must **not** exceed five errors), and that the test was five or more minutes in length. **Waiver:** If you have current/prior City of San Diego employment in a job classification that meets or exceeds the minimum typing requirement, you do not need to submit a typing certificate as described above.

**Typing tests are given at, but you are not limited to, the following locations:**

**Centre City (at City College Campus):**

1400 Park Blvd.  
San Diego, CA 92101  
(619) 388-4600

**Cesar Chavez Campus:**

1960 National Avenue  
San Diego, CA 92113  
(619) 230-2895

**ECC (Educational Cultural Complex):**

4343 Ocean View Blvd.  
San Diego, CA 92113  
(619) 388-4956

**Mid-City Campus:**

3792 Fairmount Avenue  
San Diego, CA 92105  
(619) 388-4500

**Mid-City/Navajo Campus:**

6696 Wandermere Drive  
San Diego, CA 92120  
(619) 388-4500

**North City/Miramar Campus:**

10440 Black Mountain Road  
San Diego, CA 92126  
(619) 388-1800

**North City /Linda Vista Presbyterian Church:**

2130 Ulric Street  
San Diego, CA 92111  
(619) 388-1800

**West City/Point Loma Campus:**

3249 Fordham Street  
San Diego, CA 92110  
(619) 221-6973

**NOTES:**

1. **City of San Diego employees ONLY** may submit proof of completion of the City of San Diego Test of Supervisory Ability (TSA) to substitute for the required lead/supervisory experience; however, three years of clerical experience are still required.
2. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training, specifically in clerical or office procedures may be substituted for one year of the required **clerical** experience. **Note: Copy of diploma/certificate indicating total number of hours included in the training program must be submitted at time of application.**
3. An Associate of Science Degree in Business Office Technology or a closely related field may be substituted for one year of the required **clerical** experience. **(You must submit a copy of your degree.)**

**HIGHLY DESIRABLE:** Prior experience as a Records Clerk for a law enforcement agency.

**BACKGROUND INVESTIGATION:** Prior to hire, selected candidates who have not previously done so, will undergo a comprehensive character and background investigation by the City of San Diego Police Department as described in “Pre-Employment Requirements” below.

**DUTIES:** Senior Police Records Clerks plan, direct, and supervise the technical processing, searching, and release of police records; interpret and enforce Police Department and Department of Justice guidelines regarding the release of police records; provide technical guidance, expertise, and training in dealing with police records, search and release issues and problems in accordance with established policies and procedures and Department of Justice guidelines; supervise, evaluate, and rate the work performance of subordinates; answer public inquiries and provide various police documents; conduct record searches; testify in judicial proceedings; prioritize, plan and assign the work of subordinates; maintain records and prepare reports; and perform related work.

**HOW TO APPLY:** Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments required) for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

\*SMS/September 1, 2000/\*Rev. 5 (11-14-05)/Class 1853

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “WORKING HARD TO KEEP SAN DIEGO WORKING”**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**